

**FINAL EXAMINATION**  
**FOR THE**  
**EMERGENCY PROGRAM MANAGER**

## How to Take the Final Examination

You have now completed the instructional part of **The Emergency Program Manager: An Orientation to the Position**. You, should be ready to take the final examination. You should also be better prepared for emergencies and disasters.

The following final examination is a test to find out how much you have learned about emergency management from this course.

A Final Examination Answer Sheet is included at the end of this booklet. Fill in your name, address, social security number, and organization affiliation. Mark your answers in the appropriate spaces. Use a soft lead (#2) pencil.

While taking the test, read each question carefully and select the answer that you think is correct after reading all the possible choices. Complete all of the questions. You may refer to the course materials to help you answer the questions.

When you have answered all the questions, prepare the answer sheet as directed and drop it in the mail. Your answers will be scored and the results returned to you as quickly as possible.

There are forty-seven (47) questions on the final examination. The test should take no more than 60 minutes. Find a quiet spot where you will not be interrupted during this time.

TURN THE PAGE AND BEGIN

# Final Examination

**Instructions—** *Carefully read each question and all of the possible answers before you mark your answer sheet. There is only one correct answer for each test item. Mark all of your answers on the Final Exam Answer Sheet by properly filling in the appropriate space.*

1. Comprehensive Emergency Management includes which of the following?
  - a. a close working relationship among all levels of government and the private sector
  - b. mitigation, preparedness, response and recovery
  - c. natural disasters and technological disasters
  - d. all of the above
  
2. Planning how to respond to a disaster and working to increase resources for effective response describes which phase of emergency management?
  - a. preparedness
  - b. response
  - c. short-term recovery
  - d. comprehensive emergency management
  
3. Which of the following best defines the term "emergency".?
  - a. the first phase of comprehensive disaster planning
  - b. any event that is too large to be handled by any one emergency response component (e.g., fire, police, paramedic)
  - c. any event which damages or threatens to damage people or property
  - d. a small-scale incident that endangers the lives and/or property of fewer than a dozen persons
  
4. One of the basic premises of emergency management in the United States is that it constitutes a partnership among
  - a. the federal, state, and local governments and the private sector.
  - b. emergency response organizations.
  - c. the executive, legislative, and judicial branches of government.
  - d. the elected officials and career emergency personnel of the country.

5. In carrying out its role in civil defense, local government is responsible for
  - a. translating accumulated years of both management and front-line experience to the job of emergency program manager.
  - b. developing capabilities in natural or technological disasters that contribute to response in case of nuclear war.
  - c. coordinating and utilizing both fire and police in a national emergency.
  - d. using state and federal assistance in disaster preparedness.
  
6. Which of the following is a basic problem for many local emergency management programs?
  - a. inadequate police and fire services
  - b. excessive control by state emergency program managers
  - c. regulations of the federal government
  - d. lack of community support
  
7. The most important information about the emergency plan that citizens should know is
  - a. identification of the hazards to which they are vulnerable.
  - b. details on what they should do in an emergency.
  - c. the persons to contact for details about the plan.
  - d. a list of nearby evacuation centers.
  
8. Which hazards should have priority in your mitigation efforts and preparedness planning?
  - a. those identified as "worse threats"
  - b. hazards associated with nuclear energy facilities
  - c. all technological hazards
  - d. the hazards that occur most frequently
  
9. One vital role of the emergency program manager during the emergency recovery phase is liaison with state and federal assistance programs. What is the other?
  - a. drafting control ordinances
  - b. supervising reconstruction
  - c. seeking ways to reduce future vulnerability
  - d. serving as general contractor for construction

10. The purpose of recovery planning is to
  - a. fulfill a state requirement.
  - b. spell out major steps for managing recovery.
  - c. fulfill a federal planning requirement.
  - d. increase eligibility for disaster relief.
  
11. What is one of the first actions necessary to make your EOC operational?
  - a. survey the damaged area.
  - b. request permission from your state director.
  - c. alert the EOC personnel.
  - d. request maps for your local community.
  
12. When the federal government issues a Presidential Declaration of Emergency,
  - a. specific assistance will be provided by the federal government to protect lives, property, health, safety, and recovery of the damaged area.
  - b. local requests for federal assistance must be channeled through the office of the President.
  - c. all resources of the federal government for assistance are freed.
  - d. federal assistance funds are not released.
  
13. Your EOC must have what vital requirement before it can qualify as fully equipped by federal government standards?
  - a. high frequency radio capability
  - b. an automatic radiological monitoring system
  - c. adequate fallout protection from a nuclear detonation
  - d. a medical aid station for government officials
  
14. Ensuring the legality of the local emergency management program is a function of
  - a. the emergency program management office.
  - b. county or municipality emergency management laws.
  - c. the judicial branch of the federal government.
  - d. any incorporated insurance company currently operating in the United States.

15. Of the following, who can request the federal aid that accompanies a Presidential Declaration of Disaster?
- a. members of the United States Congress
  - b. emergency program managers
  - c. local jurisdictions in which the particular disaster occurred
  - d. state governors
16. Which is an important factor to your success in coordinating local government agencies during an emergency?
- a. knowing the boundaries of coordination
  - b. having authority to direct department heads
  - c. getting all department heads to refer decisions to you
  - d. knowing department personnel by name
17. Which phase of comprehensive emergency management involves caring for people after an emergency and assessing damage?
- a. mitigation
  - b. preparedness
  - c. response
  - d. recovery
18. Which types of federal recovery assistance usually requires some type of matching funds from the local community?
- a. technical assistance
  - b. contract
  - c. grant
  - d. loan guarantee
19. Of the following, who is responsible for providing liaison between all three levels of government when federal assistance is available for recovery?
- a. local emergency program manager
  - b. EOC director
  - c. state coordination officer
  - d. federal coordination officer

20. In the comprehensive emergency management cycle, mitigation is considered to be the
- a. first phase.
  - b. first and part of the last phase.
  - c. second phase.
  - d. the last phase.
21. As a new emergency program manger, what should be the first action to determine your job tasks and obligations?
- a. confer with the local chiefs of police and fire.
  - b. review the state emergency management law.
  - c. read Federal Emergency Management Agency regulations.
  - d. study the local law or ordinance that provides for your job.
22. A good emergency preparedness plan
- a. has certain important sections written in a code that only the emergency program manager can decipher.
  - b. clearly defines the relationship among the various functions and determines the responsibility of who is to do what.
  - c. meets the approval of the highest official of the municipality.
  - d. makes substantial use of technical terminology.
23. In order to make use of emergency resources you must
- a. know what and where they are and how to obtain their use.
  - b. have a current, valid government identification card.
  - c. look inside your own jurisdiction.
  - d. obtain a written request from the highest elected official in your jurisdiction (e.g., mayor or county executive).
24. Which section of the basic emergency preparedness plan addresses management of resources and general support requirements?
- a. Organization and Assignment of Responsibilities
  - b. Direction and Control
  - c. Plan Development and Maintenance
  - d. Administration and Logistics

25. Which section of the preparedness plan describes the roles and relationships of government agencies and how they interact with each other and the private sector?
- a. Organization and Assignment of Responsibilities
  - b. Concept of Operations
  - c. Continuity of Government
  - d. Authorities and Reference
26. In the emergency management field, budgets are usually prepared.
- a. on a yearly basis.
  - b. on a month-to-month basis, as pre-planning expenditures in advance is virtually impossible.
  - c. following each major emergency or disaster.
  - d. at the state level for each jurisdiction.
27. As emergency program manager, you should strive to
- a. obtain written confirmation that department heads will relinquish control of their personnel to you in time of emergency.
  - b. have department heads refer important decisions to you.
  - c. be on a first-name basis with the mayor, governor, and other important elected officials.
  - d. be viewed as the expert in emergency management for the other government departments.
28. The ten core functions of a comprehensive emergency program manager include hazard analysis and planning, maintaining the emergency partnership, emergency response, coordination, legal authority, information, administration, training, changing and improving, and
- a. federal declaration of disaster.
  - b. hazard mitigation.
  - c. issuance of awards.
  - d. fund raising.
29. The purpose of a vulnerability analysis is to
- a. document real damages to justify a request for assistance.
  - b. determine the resources needed to prepare for a disaster.
  - c. identify how people, property and structures may be damaged by a hazard.
  - d. assess which hazards can strike your jurisdiction.



30. In keeping your hazard analysis current, you are mainly concerned with
- a. large-scale risk.
  - b. technological hazards.
  - c. natural hazards.
  - d. keeping abreast of international political events and tensions.
31. The principal source for public information and education regarding emergency management is
- a. the public school system.
  - b. the local chapter of the American Red Cross.
  - c. the local news media.
  - d. the emergency program manager.
32. The most common tool to help you mitigate emergencies is
- a. your emergency preparedness plan.
  - b. local laws and ordinances.
  - c. the authority given to you by the chief executive.
  - d. the apparatus belonging to your jurisdiction (e.g., fire trucks, rescue vehicles).
33. Where should you include a detailed plan for the staffing of your EOC?
- a. shelter management plan
  - b. administrative staffing plan
  - c. mobilization plan
  - d. emergency preparedness plan
34. What information about each person should be included in a preliminary inventory of government officials?
- a. position, name, phone number, address
  - b. position, name of secretary, phone number, age
  - c. name, phone number, address, name of spouse
  - d. name, name of secretary, phone number, number of years on the job

35. Which section of the preparedness plan needs to be updated most often and therefore should be formatted for easy changes?
- a. Foreword
  - b. Authorities and References
  - c. Basic Plan
  - d. Appendices
36. State emergency laws must always be
- a. similar in intent to the laws of every other state it borders.
  - b. approved in principle by your state emergency director.
  - c. consistent with federal laws in order to qualify for federal aid.
  - d. approved state-wide by a two-thirds majority of county emergency program managers.
37. Of the following, which is a good example of mitigation?
- a. conducting discussions with redevelopment officials to identify ways that recovery projects can reduce or eliminate future disaster damages
  - b. establishing immediate telephone contact with police, fire, rescue and medical units upon the onset of a large-scale emergency
  - c. responding promptly, efficiently and appropriately to the issuance of a tornado warning by the National Weather Service
  - d. during an evacuation, visiting emergency shelters to ensure that evacuees have been amply and courteously provided with whatever services they might require under with circumstances.
38. The purpose of the annexes to the basic plan is to
- a. detail mutual aid pacts with neighboring jurisdictions.
  - b. provide an auxiliary plan.
  - c. provide a quick-reference index to the entire plan.
  - d. detail and define operations.

39. Which of the following describes your role in training as a local emergency program manager
- a. to advise the local officials of training needs and to conduct exercises
  - b. to become fully qualified in your position by taking all the training courses available
  - c. to take advantage of learning opportunities and provide learning opportunities for local officials and the public
  - d. to develop courses for the state and regional training programs and to recruit students.
40. A legal agreement between two or more local jurisdictions to help each other in case of an emergency is called
- a. a bilateral trade agreement.
  - b. a nominal assistance pact.
  - c. a mutual aid pact.
  - d. an intralocal agreement.
41. What should you do before you add names or resources to a permanent private community resources inventory?
- a. Obtain a security check on each person.
  - b. Make personal contact to confirm resource availability.
  - c. Make certain that you have a back-up for each new resource that you add.
  - d. Check with the head of your local jurisdiction.
42. What is the most common reason for failure to win approval of a request for federal disaster recovery assistance?
- a. not enough public support
  - b. insufficient lobbying in Washington, D.C.
  - c. absence of an emergency preparedness plan
  - d. lack of adequate documentation

43. What is meant by a federal government "loan guarantee"?
- a. Local lending institutions guarantee to the federal government that they will make recovery loans available in specified amounts.
  - b. The federal government guarantees a jurisdiction that it will provide loans for disaster recovery.
  - c. The federal government guarantees to local lending institutions that certain loans will be paid back.
  - d. Individuals applying to the federal government for disaster recovery loans must guarantee that they are able to pay them back.
44. Local ordinances provide for a "line of succession" in order to
- a. assure continuity of leadership in the community in time of disaster.
  - b. ensure the success of the emergency management program.
  - c. establish a chain of command for all departments which would be activated in time of emergency.
  - d. delineate those who report to and act under the orders of the emergency program manager when a state of emergency is declared.
45. The most effective method of testing your preparedness plan is to
- a. solicit the honest evaluations of department heads and elected officials in your jurisdiction.
  - b. check its validity against the plans of jurisdictions of similar size and with similar hazards.
  - c. review it in a public forum.
  - d. exercise your personnel and procedures.
46. When talking with reporters during an emergency, the best policy is to
- a. provide them with human interest stories that will grab the public attention.
  - b. be as factual as possible, and answer all questions to the best of your ability.
  - c. give them all the factual information you have, even if the information has not been confirmed.
  - d. consider what is likely to happen so that the public can be prepared.
47. The purpose of a hazard analysis is to
- a. assess how people, property and structures could be damaged.
  - b. isolate the real cause of a disaster.
  - c. provide support for a request for disaster relief assistance.

- d. determine which hazards can strike your jurisdiction.